

Agency Checklist
DBM-2020-Desktop Contract Processing

Agency/Division: _____ Date: _____

Agency Contact: _____ Telephone: _____ Fax: _____

Brief Description of Purchase: _____

ADPICS Purchase Order Number: _____

(Select only one of the following match types for the purchase order: A6 (2-way, no tolerance) or A1 (3-way, no tolerance))

Selected Contractor : _____ Amount : _____

1. Is the contractor authorized to sell product(s) under DBM-2020-Desktop contract?

☐ YES (*check all that apply*) ☐ NO (DO NOT PROCESS)

a. Category 1 - Microcomputers & Associated Peripherals: ☐ Desktop ☐ Laptop ☐ Server ☐ Peripheral

☐ Installation Service per Desktop

☐ Stand Alone Upgrade to 24x7, 1 year Manufacturer Warranty per Unit

☐ Stand Alone Post Warranty Maintenance (PWM),

Normal State Hours per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

24 x 7 per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

b. Category 2 - Printers & Associated Peripherals

☐ Installation Service per Desktop

☐ Stand Alone Upgrade to 24x7, 1 year Manufacturer Warranty per Unit

☐ Stand Alone Post Warranty Maintenance (PWM),

Normal State Hours per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

24 x 7 per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

c. Category 3 - COTS

2. Are post warranty maintenance services requested?

☐ YES (see below) ☐ NO

Is the contractor that provided the original product(s) from this contract also providing the post warranty maintenance services for the same products? ☐ YES ☐ NO (DO NOT PROCESS)

3. Is the software included in the basic configuration of the product being purchased?

☐ YES ☐ NO (Additional software MUST be purchased from Category 3 contractors)

4. Are other, non-warranty services (such as computer training, COTS maintenance and support services, IT consulting, Telecommunications equipment or services) included in the purchase?

☐ YES (DO NOT PROCESS) ☐ NO

5. Justification for the purchase provided to CPMD:

a. The specific business need to be served, or

b. Reference to the justification in the ITMP or ITPR

6. Budget information provided to CPMD:

a. Funding Source (Check all that apply) ☐ General ☐ Special ☐ Federal ☐ Reimbursable ☐ Other

b. Appropriation Code (8 Digit R*STARS code)

c. Sub Program Code (4 Digit R*STARS code)

d. PCA Code (5 Digit R*STARS code)

7. Purchasing documentation provided to CPMD:

a. Copy of the written request to all contractors

(Note, request should include selection factors (e.g., lowest bid, availability, warranty services).

b. Copy of bid response(s), including no bid responses

c. Copy of the manufacturer's web page for each component

d. Copy of the respective contractor's % of MSRP from DBM web page

8. Rationale for the selection of the specific contractor provided to CPMD

Provide all documentation to: DBM/OIT/Contracts & Project Management Division, ATTN: 2020-Desktop, 45 Calvert St. Annapolis, MD 21401

Phone: (410) 260-7642, Fax: (410) 974-5615, E-Mail: desktop@dbm.state.md.us